

25 SEPT. 1963

MEMORANDUM FOR: Director of Security

SUBJECT : SRD Project (Card Content and Purging)

1. Until recently, the conversion plan for the OS/SRD index project called for a formatted fixed field IBM card based on current requirements of the Office of Security. This punched IBM card would have replaced the present 3 x 5 card as a manual index back-up on completion of the conversion.
2. The plan was informally recommended and was based on a pilot program involving 1% of the SRD index. A demonstration of searching and finding names in an index programmed on the computer was successful. However, since that time the trend by the office has been toward a long-range program for a new security index with substance. New additions have been recommended to the IBM card content which exceed the 80 column field.
3. The SRD project has been re-evaluated by the OCS Study Team in view of the need for additional fields. Instead of a completely formatted IBM card, the plan now is to use a partially formatted card with tags to identify the record contents. After the original 3 x 5 cards have been edited and IBM cards punched, they will be returned to SRD as a temporary index until such time a computer-produced 3 x 5 card is furnished to replace the temporary card. The use of the computer-produced 3 x 5 cards for the manual backup is agreeable to the Division Chiefs of SRD, ID and PSD. The plan under study allows flexibility in record content, will reduce somewhat the amount of editing on the 3 x 5 cards, will eliminate an intermediate step by going directly to magnetic tape after sufficient number of IBM cards have been punched and will provide a smoother operation. SRD will not see the punched IBM cards, and after the tape record is made, these cards will be retired or destroyed by the OCS/OS Study Team.

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4. Tab A furnishes the views of the offices concerned as to the content of the IBM card at the time a fixed field was under consideration. It will be noted that all of the fields in Tab A have been incorporated into the tape file record in Tab B which will also include file retirement data now being punched on flexewriter paper tape. Listed also in Tab B are five items that were to be eliminated from the present 3 x 5 card at time of conversion; however, DD/PPS took exception to the elimination of the street address and name of employer and requested reconsideration. Action will be taken to include these two items in the tape record by rearrangement of the various positions.

5. Many discussions have been generated throughout the office as to what cards can be purged from the index. This is one area where there is not general agreement among the major components. Any purging operations, once the conversion is underway, should be accomplished under OS policy guidance to be implemented by OS conversion project personnel under the direction of the OCS/OS Study Team.

6. In the matter of purging, it should be noted that many hours have been expended over the years to card and index names and organizations. Since the cards are already in the index, there are no apparent problems in punching all of them. Once the card is destroyed, the record is lost. Although it is realized some cards are of minimal value, more time would be spent in making an evaluation than would be spent in conversion production. However, a continuing program must be effected at some point in time to evaluate the need for certain index records and to purge or retire where possible by both manual and machine methods these records in order to keep expensive machine storage and processing time at a minimum.

7. Tab C is a list of items for purging considerations submitted by SRD and indicates the extent to which purging can be accomplished. Reactions by the major OS components to items recommended for purging are indicated in Tab D.

8. Because of the need for providing the Study Team and the Office of Computer Services with definite answers on the card content for the tape record, the following is recommended:

- a. The fields of information for the card as listed in Tab A and incorporated into the tape file record content in Tab B⁶ adopted.


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b. A meeting be called by you with appropriate OS officials for the purpose of resolving the purging of the indices.

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Executive Officer

Attachments


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